

Use <http://mail.norwaymi.com> access your email account from the Internet followed by your email address and new six-digit password. If you choose not to use the Internet for accessing email account, apply the following settings:

### **Directions for Outlook Express**

1. Open Outlook **or** Outlook Express
2. Left click on **Tools**
3. Left click on **accounts**
4. Left click on **Mail tab**
5. **Double click** on the account used for your Norway Email in the display window.
6. Left click on **Servers tab**
7. **Change Incoming Mail:** Enter **pop.norwaymi.com**
8. **Change Outgoing Mail:** Enter **smtp.norwaymi.com**
9. **Change Account name:** Enter your Norway **email address**
10. **Change Password:** Enter your **new six-digit** password
11. Make sure **remember password** is **checked**
12. Left click on **OK** at the bottom of the window
13. Close Internet Accounts window